

Federally Mandated Training Schedule

	Course	Content Owner	Audience	Policy or Regulation Requiring Training	Center or Discipline	Frequency
CIO / IT SECURITY	Basic Information Technology Security	Diane Maier diane.l.maier@nasa.gov	Civil Servants and Contractors	5 CFR 930.301 & Federal Information Security Management Act (FISMA)	All	Annual
	Information Technology Security for Managers	Diane Maier diane.l.maier@nasa.gov	All executives, program and functional managers, CIOs, IT security program managers, auditors, and other security-oriented personnel.	5 CFR 930.301 & Federal Information Security Management Act (FISMA)	All	Annual
	Security Awareness Training	Karen Hatzimanolis karen.d.hatzimanolis@nasa.gov	Civil Servants and Contractors	E.O. 12356, 5.3.(a), E.O. 12358, 5.6.(c)(5), E.O. 12968, 6.1 and NPD 1600.1	All	Annual
	NASA Records Management for Everyone	Patti Stockman patti.stockman@nasa.gov	Civil Servants	36 CFR 1222.20	All	One time requirement and new employees
OHCM	New Supervisor Training Note: Course Title Varies By Center	Center Training Office	New NASA Supervisors	5 CFR 412 requires initial training for new supervisors, managers and executives as they transition into their new roles and also requires the provision of ongoing learning experiences.	All	Within the first six months of appointment and 80 hours within the first two years
CFO	Government Travel Card	Michele Rollins michele.m.rollins@nasa.gov	Civil Servants	OMB Circular A-123, Appendix B	All	One time requirement and thereafter every three years
OGC	Ethics Training	Rebecca Gilchrist rebecca.l.gilchrist@nasa.gov	All new employees, Presidential appointees, contracting officers, and other employees designated to file confidential (OGE-450) or public (SF 278) financial disclosure forms.	5 CFR 2638.703 - 705 calls for an initial agency ethics orientation for new employees as well as annual ethics training for public and confidential financial disclosure filers.	All	Upon entry for new employees and annually for all financial disclosure filers
ODEO	No FEAR Act	Mike Torres mike.a.torres@nasa.gov	Civil Servants	No FEAR Act of 2002	All	Biennial and new employees within the first 90 days

NOTE: This information is subject to change and reflects mandatory training as of November 2008.